

# **CITY OF TUALATIN**

## **Classification Description**

**Job Title:** Geographic Information System (G.I.S.) Technician  
**Department:** Information Services  
**Reports To:** Information Services Manager  
**FLSA Status:** Non Exempt

**SUMMARY:** Performs work in the development and maintenance of the Geographic Information System (GIS) database. Performs a variety of technical tasks relative to the assigned area of responsibility.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** include the following. Other duties may be assigned.

Develops customized maps, views and coverages.

Administers information databases by establishing databases, and collecting and updating data to ensure the integrity and applicability of information.

Analyzes information, maps, charts and graphs to reveal patterns, trends and hot spots.

Evaluates the analysis of information and maps to determine effectiveness.

Develops program reports to inform management of project status.

Tracks time-sensitive projects and assignments to ensure timely completion

Prepares and administers electronic and hardcopy of records for the creation and retirement of information.

Prepares and presents graphic presentations (e.g., matrices, charts, graphs, spreadsheets, tables, and time lines) to improve information presentation and comprehension.

Researches and collects data to establish inter-/intra-agency partnerships.

Provides presentation graphics support for City staff and prepares posters, large format photography, and reproductions for staff use.

Drives to city facilities, vendors, training programs, and meetings as necessary.

**SUPERVISION:** Receives direction from the GIS Coordinator on specific projects and/or programs. This job has no supervisory responsibilities. May provide training to other personnel. Work is subject to periodic review while in progress or upon completion by the supervisor.

**COMPETENCIES:** To perform the job successfully, an individual should demonstrate the following competencies:

**Adaptability** - Adapts to changes in the work environment; Manages competing demands; Able to deal with frequent change or unexpected events; Changes approach or method to best fit the situation.

**Analytical** - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.

**Attendance & Punctuality** – Consistently at work and on time; Arrives at meetings and appointments on time.

**Cost Consciousness** - Works within the approved budget; Conserves organizational resources.

**Customer Service** - Manages difficult or emotional customer situations; Understands and applies the principles of quality customer service; Responds promptly to customer needs and to requests for service and assistance; Solicits customer feedback to improve service.

**Dependability** - Follows instructions and responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.

**Diversity** - Shows respect and sensitivity for cultural differences; Promotes and supports a harassment-free environment.

**Ethics** - Treats people with respect; Inspires the trust of others; Works ethically and with integrity; Upholds organizational values.

**Initiative** - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for help when needed.

**Innovation** - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

**Interpersonal Skills** – Focuses on cooperatively resolving conflict; Maintains confidentiality; Actively listens to others without interrupting; Conveys a positive image of the City and its services; Keeps emotions under control; Remains open to others; ideas and tries new things.

**Judgment** - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

**Motivation** - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.

**Oral Communication** - Speaks clearly and persuasively; Listens and gets clarification; Responds well to questions; Participates in meetings.

**Organizational Support** - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

**Planning & Organizing** – Prioritizes and plans work activities; Uses time resources efficiently; Plans for additional resources; Sets goals and objectives.

**Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Uses reason even when dealing with emotional topics; Works well in group problem solving situations.

**Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of status or position; Inspires respect and trust; Accepts responsibility for own actions; Follows through on commitments.

**Quality Management** - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness; Applies feedback to improve performance; Monitors own work to ensure quality.

**Safety and Security** - Observes, and ensures others observe, safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses, and ensures other staff use, equipment and materials properly.

**Teamwork** – Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

**Technical Skills** - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

**Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

**QUALIFICATIONS :** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Technical Knowledge/Ability:** Working knowledge of the operational characteristics of the geographic information system and of modern land-based mapping application theory, principles and practices. Considerable knowledge of ARC/INFO, ARC/View, ARCGIS, and web-enabled GIS related software and database theory. Knowledge of cartographic principles and practices.

Ability to understand and interpret statewide land use laws and process and interpret the City's Comprehensive Plan, Development Code and ordinances. Ability to write reports and correspondence, speak effectively with other department personnel, local agencies and the public.

**Language Skills:** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**Mathematical Skills:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra, geometry and trigonometry.

**Reasoning Ability:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**Certificates, Licenses, Registrations:** Possession of, or ability to obtain possession of, a valid Oregon driver's license prior to appointment.

**EDUCATION & EXPERIENCE:** Bachelor's degree in geography, computer science, engineering, urban planning or related field; one year of experience operating GIS and one year experience in computer-aided mapping or drafting experience; or equivalent combination of education and experience.

**PHYSICAL DEMANDS & WORK ENVIRONMENT:** The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is: regularly required to sit and talk or hear; frequently required to stand; walk; and use hands to finger, handle, or feel; occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work is performed mostly in office settings with extensive computer work station inflexibility. Office environment is fast paced and characterized by frequent deadlines/interruptions and moderate noise level. Some travel and outdoor work is required to obtain perspective of various land use developments, City geography or facilities and to meet with other agencies. The employee is occasionally exposed to wet and/or humid conditions and outside weather conditions. The noise level in the work environment is usually moderate.